

OFFICIAL GAZETTE



GOVERNMENT OF GOA

EXTRAORDINARY

GOVERNMENT OF GOA

Department of Home

Home — General Division

Notification

3/7/85-HD(G)

In exercise of the powers conferred by section 35 of the Goa, Daman and Diu Fire Force Act, 1986 (Act No. 9 of 1986), the Government of Goa hereby makes the following Rules, namely:—

CHAPTER - I

1. *Short title and commencement.*— (1) These Rules may be called the Goa State Fire Force Rules, 1997.

(2) They shall come into force at once.

2. *Definitions.*— In these Rules, unless the context otherwise requires,—

- (i) "Act" means the Goa, Daman and Diu Fire Force Act, 1986 (Act No. 9 of 1986);
- (ii) "Government" means the Government of the State of Goa;
- (iii) "Director" means the Officer appointed by the Government as the Director of Fire and Emergency Services of the State of Goa under the Act;
- (iv) "Services" means the Goa State Fire Services;
- (v) "Member of the Services" means a person appointed to the post in the cadre of the Services;

- (vi) "Medical Board" means the Board constituted by the Government, which includes Doctors with specialisation and holding a post not below the rank of Assistant Professor, one each from General Surgery Department, Ophthalmic Department and E. N. T. Department of Goa Medical College.

CHAPTER - II

3. *Constitution.*— (1) Subject to the provision of the Act, the services shall consist of the following categories of officers having such members as the Government may, by general or special order, determine.

(a) *Gazetted Officers:*—

- (i) Director of Fire and Emergency Services;
- (ii) Divisional Officer;
- (iii) Assistant Divisional Officer.

(b) *Non-Gazetted Officers:*—

- (i) Station Fire Officer;
- (ii) Assistant Station Fire Officer/Sub-Officer;
- (iii) Driver Operator;
- (iv) Leading Fireman;
- (v) Watch Room Operator;
- (vi) Fireman.

(2) The Headquarters of the Goa State Fire Force shall be at Panaji.

(3) For the purpose of these rules, the State shall be divided into two divisions. Each division shall be under the charge of a Divisional Officer, who shall be assisted by one or more Assistant Divisional Officers at the respective divisional Headquarters.

(4) The Director shall be assisted by a Divisional Officer and an Assistant Divisional Officer.

4. *Jurisdiction and Strength.*— (a) The Fire Station shall be the basic unit of the service and its normal jurisdiction shall extend to the Taluka within which it is located. It shall be placed under the charge of Station Fire Officer or Assistant Station Fire Officer depending upon whether there are more or less industries within the Taluka jurisdiction. One or more fire appliances and an Ambulance may generally be attached to each Fire Station.

(b) The strength of staff employed in the Fire Station shall depend on the number of fire equipment/appliances sanctioned for the station. The Government may determine the number of units and personnel for each station based on the recommendations of the Standing Fire Advisory Council, Government of India.

(c) The Fire Station shall function round the clock and therefore, the staff attached to the Fire Station shall work in two shifts. The duration of shifts shall be 24 hours followed by 24 hours off.

5. *Pay and Allowances.*— Rates of monthly pay admissible to the incumbents of the various posts, whether substantive or in officiating capacity or as a temporary measure, shall be as fixed from time to time by the Government.

6. *Uniform and Badges.*— All articles of uniform and kits for Director and Fire Service Officers and all other ranks shall be in accordance with the standard uniform as specified in the "Schedule II" vide item 10 of the Fourth Standing Fire Advisory Council and vide item 18 of the Eighth Standing Fire Advisory Council and be issued free in accordance with the scales approved by the Government as specified in Appendix I, II and III to these Rules, as the case may be. The uniform and badges worn by the members of the service shall be in accordance with the various ranks held by them as specified in Appendix IV to these Rules.

7. *Transport.*— All officers above the rank of the Assistant Divisional Officer shall be entitled for transport facilities for the performance of their official duties. The Director of Fire Services shall be entitled to a motor-car and the Divisional Officer and Assistant Divisional Officer for a Motor-jeep. The motor-car of the Director will be fitted with a red flash light on the top in terms of Government Notification No. 5/32/87-IPT dated 8th March, 1994 issued by the Transport Department, Secretariat, Panaji. The Station Fire Officers and Assistant Station Fire Officers shall be either allowed to use Motorcycle or the vehicle maintained by the Fire Service, alongwith other lower ranks, when on official duty.

8. *Posting and Transfer.*— All postings and transfers of the post of Assistant Divisional Officer and below shall be made by the Director of Fire and Emergency Services.

9. *Drill.*— Drill and exercise shall be as prescribed in the Drill Manual prepared by the Central Government.

10. *Discipline.*— The maintenance of discipline in the Service shall be as set out in the Goa State Fire Force Subordinate Service (Discipline and Appeal) Rules, 1989.

CHAPTER - III

11. *Appointments and Training.*— The Director or any other Officer specially empowered in this behalf by the Government, shall appoint such person or persons as may be deemed necessary to the post of Station Fire Officer, Assistant Station Fire Officer/Sub-Officer, Leading Fireman, Driver Operator, Watch Room Operator, Fireman, Telephone Operator, Clerk, Sweeper, Peon and such other posts to be created by the Government, Gazetted or

Non-Gazetted in the Administrative and Ministerial establishment and to any other post created from time to time, as may be deemed necessary by the Government.

12. *Appointing Authority.*— (a) The appointing authority for Group 'A' Officers or category (i) under rule 3(I) (a) shall be the Government and appointing authority for Group 'B' officers or categories (ii) and (iii) under rule 3 (1) (a) shall be the Chief Secretary.

(b) Appointment of the various categories shall be made as follows:—

Category	Method of Appointment
Categories (i) to (iii) under rule 3 (1) (a), Gazetted Group.	Appointment to category (i), Group 'A' shall be made by promotion from category (ii) with 10 years' regular service in the grade.
	Appointment to category (ii) shall be made by promotion from category (iii) with 3 years regular service in the grade.
	Appointment to category (iii) shall be made by promotion/transfer on deputation failing which by direct recruitment. Promotion/transfer is to be made from departmental Station Fire Officer with 8 years regular service in the grade.

(c) Appointment shall be made from the selected list of eligible officers prepared on the basis of merit and ability. Seniority being considered only when merit and ability are approximately equal. Persons included in the select list shall be ranked in the order of seniority.

(d) For the purpose of assessing the merit and ability, the following aspects shall be taken into consideration:—

- (i) The performance of the officer in the professional training college (National Fire Service College, Nagpur) or any other equivalent establishment. The officer shall have to qualify in the Station Officers' and Divisional Officers' course from the National Fire Service College. The officer who is qualified in both the categories of courses will be considered as superior to an officer who has qualified in any one of the courses and an officer who has qualified in any one of the courses will be considered as superior to an officer who has not qualified in any of the courses provided;
- (ii) The officer who was given an opportunity in any one or both the courses in training shall not be considered as inferior in merit mainly on the ground of his not having qualified therein, except in a case where he did not avail himself of the opportunity at his own request or due to personal inconvenience;
- (iii) An officer who has not qualified in any of the courses shall not be considered inferior in the circumstances stated in item (i), if otherwise eligible and suitable and shall be included in the select list mentioned above on condition that his appointment to the higher category and or continuance in the select list shall be provi-

sional till he qualifies himself in one or more courses mentioned above and in which the officer next junior to him has qualified and who has been included in the select list or is due for consideration for inclusion in the select list;

- (iv) An officer provisionally included in the select list in item (iii), but fails to qualify in the courses of training which he requires to qualify, shall, if already appointed to the higher category, be reverted to the lower category or removed from the select list with effect from the date of publishing of the results of the post;
- (v) An officer shall not, under any of the provisions of these rules, be given more chances to qualify himself for the course mentioned in item (i).

13. *Appointment of Director, Divisional Officer.*— The Government shall, by notification in the Official Gazette, appoint the following officers:—

- (i) Director of Fire and Emergency Services; and
- (ii) A Divisional Officer and such number of Assistant Divisional Officers, as there are divisions.

14. *Qualifications.*— No person shall be eligible for appointment as Director of Fire and Emergency Service by direct recruitment, unless he possesses the following educational qualifications:—

- (a) (i) Degree preferably in Science of a recognised University or equivalent.
- (ii) Advanced Diploma in National Fire Service College, Nagpur.

OR

Graduateship examination of the Institution of Fire Engineers, London or equivalent.

- (iii) 7 years professional experience including 3 years as Divisional Officer (Fire).

OR

- (b) (i) Degree preferably in Science of a recognised University or equivalent.
- (ii) Associate Membership/Membership Examination of the Institution of Fire Engineers, London or equivalent.
- (iii) 5 years professional experience including 3 years as Divisional Officer (Fire).

(c) Satisfies physical requirements as laid down for the Fire Service recruitment;

(d) Satisfies the Medical Board as regards his physical fitness in respect of his capacity for active outdoor work. The Medical Board shall certify that he is free from organic diseases and not subject to vertigo, diseases of lung or kidney or abnormal blood pressure. His eye sight shall be good and if he wears glasses, he shall be certified by the Assistant Professor of the Goa Medical College (Ophthalmic Section) of being able to perform Fire Service duties at fires and other rescue works from high elevation without and hindrance.

15. *Subordinate Service.*— The subordinate service shall consist of the following classes and categories of officers:—

- | | |
|----------------------|----------------------|
| Category I (General) | (1) Fireman. |
| Category II | (2) Leading Fireman. |

- (3) Driver Operator.
- (4) Watch Room Operator.

Category III

Assistant Station Fire Officer/Sub-Officer.

Category IV

Station Fire Officer.

(2) A person appointed to subordinate services either by direct recruitment from outside or by transfer from other regular recognised full time Fire Services, shall possess physical standard, academic and technical qualifications and practical experience as specified in Appendix V to these Rules.

(3) Method of recruitment shall be as under:—

Category	Method of appointment
(1) Station Fire Officer	— By promotion failing which by direct recruitment/Promotion from sub-Officer with 5 years' regular service in the grade.
(2) Assistant Station Fire Officer/Sub-Officer	— By promotion failing which by transfer on deputation and failing both by direct recruitment. Promotion is made from leading fireman with 5 years' regular service in the grade
(3) Leading Fireman	— By promotion or transfer Promotion from Fireman/Watchroom Operator/Driver Operator with 3 years regular service in the grade.
(4) Driver Operator	— By promotion failing which by direct recruitment. Promotion from Fireman with 2 year's regular service in the grade.
(5) Watchroom Operator	— Direct recruitment.
(6) Fireman	— Direct recruitment.

16. *Appointing authority in respect of Non-Gazetted Officers.*— The Director shall be the appointing authority in respect of all Non-Gazetted officers.

17. *Training.*— A probationer recruited direct from outside shall, during the period of probation, successfully complete various standards of examinations and courses as specified. The pay of probationer recruited shall be minimum to the time scale of pay per month while undergoing training.

18. *Other qualifications.*— (a) No person shall be eligible for appointment to categories specified in column (1) of the schedule of Appendix V to these rules, unless he possesses the qualifications specified in the corresponding entry in column (7) of the schedule of said Appendix.

(b) Other conditions being equal, Home Guard Volunteers who have completed a period of 3 years in the organisation and if undergone training during the period of tenure satisfactorily, will be treated as having additional or desirable qualifications for recruitment to the post of Fireman.

19. *Probation.*— (1) Every person appointed to the post of any category shall be on probation from the date he joins the duty—

(a) If recruited directly or by transfer from any other service, for a total period of two years on duty within continuous period of three years;

(b) *Special Test*— Candidate will be required to pass the departmental examination on completion of the initial training of 6 months during the probationary period. In case of failure, one more chance shall be given after two months. The services of the candidate failing to pass the departmental examination on 2nd attempt are liable for termination.

(2) Probationers who have to undergo training will have to pass examination as specified below with the period of their probation and their pay during the period of probation shall be as indicated below:

Probationer	Course of Training	Pay
Assistant Station Fire Officer/Sub-Officer recruited by direct recruitment or transferred from other services.	Courses of initial training for a minimum period of six months at the Fire Force Training Centre, Panaji or any other recognised Fire Service Training Institutions and pass the examination with the required subjects for the course. After the above course of training, for six months on duty with a fully trained Station Fire Officer before independent posting to stations.	Minimum of the time scale of pay.
Leading Firemen, Driver Operator selected for promotion. Clerk-cum-Telephone Operators selected for appointment by transfer as Assistant Station Fire Officer.	Course of training for a period of six months at the Fire Force Training Centre, Panaji and pass the examination in the subjects prescribed for the course. Training for one year at the Station as attachment.	Earlier minimum of time scale of pay as may be fixed by the Government from time to time.
Fireman	Course of training for a period of six months.	Minimum of the time scale of pay.

Special Test.— (a) The person appointed as Assistant Station Fire Officer shall, within the period of probation, pass the following tests if has not already passed them:—

(i) The course of training and standard of examination as specified under these Rules;

(ii) St. John's Ambulance Examination in First Aid.

(b) The penalty for failure to pass the tests as required by clause (a) above shall be with holding the increment until the test is passed, but such withholding of increment shall not operate to postpone the future increment if the test is passed;

(c) The details of the departmental test shall be indicated to the candidates directly as and when the examinations are to be conducted.

20. *Reservation of Appointment.*— The rule of reservation of appointment shall apply to all appointments by direct recruitment.

CHAPTER - IV

21. *Powers and Duties.*— (1) *The Director of Fire and Emergency Services*— (i) The Director of Fire and Emergency Services shall be the Head of the Department. He shall control and maintain the Fire Force Organisation in the State. He shall be responsible to the Government for the efficient functioning of the Fire Service;

(ii) He shall be empowered to take all such necessary steps, as he may think fit under the powers given to him under the Act, for the protection of life and property from fire and to minimise its effects;

(iii) He shall personally supervise serious outbreaks of fires when the Divisional Officer and the Assistant Divisional Officer consider his presence necessary. When the Divisional Officer or the Assistant Divisional Officer is in attendance at a fire, he shall be in supreme control not only of the Fire Force, but also of all other forces and essential services including Volunteers from the public engaged in putting out fires.

(2) *Divisional Officer.*— He shall be second in command to the Director. He shall normally be in complete command of all operations in any serious emergency or conflagration. In the absence of the Director, he shall act or officiate, as the case may be, as decided by the Government.

(3) *Assistant Divisional Officer.*— He shall be incharge of fire stations in a district. He will be assisted by Station Fire Officer, if necessary, in high fire risk areas who may be entrusted with the charge of a fire station.

(4) *Station Fire Officer and Assistant Station Fire Officer/Sub-Officer*— The Station Fire Officer shall be the incharge of a fire station having not more than 3 fire fighting units, with all equipment and equivalent staff duties. He shall have under him the staff attached to the fire station. He will be responsible for the maintenance of communication system, water resources including hydrants within his station area and shall be incharge of operations of fire where not more than 3 complete fire engines are required to work. He may be assisted by Assistant Station Fire Officer/Sub-Officer in high fire risk areas, who may be entrusted with one or more fire fighting units.

(5) *Leading Fireman.*— The Leading Fireman shall be the leader of fire crew and be responsible for the execution of orders of his officer and for the work of individual members of the crew.

(6) *Driver Operator, Fireman and others* — (i) They shall form members of the fire crew and perform duties assigned by the Leading Fireman or such other officer as may be in command;

(ii) The functions of the Mechanical staff and other staff personnel engaged shall be such as may be assigned to them from time to time.

22. *Information of Fire.*— Any officer in charge of a Fire Station shall immediately on receipt of the information of the occurrence of a fire, turn-out units to the place of occurrence and shall take all necessary steps to extinguish the fire expeditiously.

23. *Attendance of Ambulance at Fires.*— The ambulance shall be turned out as one of the fire units to all serious fire and other incidents where its services are necessary to remove casualties. The ambulance when not so engaged, may be made available to

public for removal of patients to/from hospitals and dispensaries, both Government and private within the State from one place to another on production of a Doctor's certificate that an ambulance is necessary for the purpose. The rates of hire charges for such movements are recoverable as per Staff Car Diary Rules.

24. *Report of Fire.*— Report of every fire which occurs within the respective area shall be submitted by the Officer-in-charge of the fire station not later than two days following the fire, to their respective Assistant Divisional Officer, who shall make such further enquiries, if any, and as he may deem necessary and shall furnish such report to the Divisional Officer (Headquarters), who shall furnish a monthly return of all fires of the area to the Director.

25. *Right of Way.*— (1) When fire unit is in transit to the place of occurrence of fire, the fire alarm bell/hooter shall be sounded continuously.

(2) On hearing the said fire alarm bell/hooter, every person and vehicle on route shall immediately draw to the extreme left, thereby providing a clear and un-obstructed passage to the fire unit.

(3) Whosoever contravenes the provisions of sub-rule (2), shall be punishable with a fine not exceeding Rs. 500/-.

26. *Preventive Measures.*— The trades which are likely to cause risk of fire shall be as enumerated in Appendix VI to these Rules. In respect of such fire risks and to all fire risks which are not covered by any enactments in respect of which a notification under section 13 of the Act has been issued, any member of Fire Service of the area duly authorised by the Director in this behalf, may inspect any place where he suspects that such risk exists and direct compliance with such preventive measures as he may deem fit.

27. *Good Service Entries.*— (i) Fire subordinates may be awarded good service ticket for conspicuous services such as rescuing life and property and suppressing fire daringly and exhibiting skill, courage and devotion to duties in the face of considerable risk to their person. The award will be granted by the Director to fire subordinates under the recommendations of their respective officers.

(ii) *Meritorious Service Entries.*— The Director may award meritorious service scroll to the Assistant Divisional Officers for conspicuous good work meriting special recognition. The meritorious service scroll awarded to the Assistant Divisional Officers will be entered in their Service Books.

(iii) *President's Fire Service Medal.*— President's Fire Service Medal for meritorious/distinguished services will be awarded to the Fire Service officers in consideration of acts of exceptional skill and performance or for exhibiting conspicuous devotion to the duties. These awards are made twice a year on 26th January and 15th August, i.e., Republic Day and Independence Day, respectively.

28. *Disciplinary Action.*— Every member of the Service who shall be guilty of any violation of duties or wilful breach of any provision of the Act or any order made by the competent authority or who shall be guilty of cowardice or who withdraws from duties from his office without permission or who, being absent, on leave, fails without any reasonable cause to report himself for duty on the expiry of such leave or who shall engage without authority in any employment other than his duties, shall be liable on conviction before the First Class Magistrate, to a fine not exceeding three months pay or imprisonment not exceeding three months or both.

29. *Employment of Fire Service for the purpose other than Fire Fighting within or outside the State.*— The Fire Service may be

engaged for purposes other than fire fighting at the discretion of the Director or his authorised subordinate officer in the following circumstances:—

- (i) Special services free of charge in case of all types of rescue of life;
- (ii) Special services which should be charged according to the rates fixed by the Government such as pumping out water, attending duties of fire protection at large assemblies or gatherings, subject to safe use of equipment, if it can be spared;
- (iii) Services of all types rendered beyond the limits of jurisdiction to be charged according to rates fixed by the Government as shown in Appendix VII to these Rules.

Note:- Fire fighting units, appliances and equipment shall not be used for duties like road sprinkling, supply of water, washing of places, etc., except in the case of emergencies.

30. *Minimum Requirements of Fire Stations.*— The Director shall take all necessary steps to ensure the maintenance of the minimum requirements of fire stations as specified for effective fire cover to the area.

31. *Compensation to Members of Fire Service.*— The compensation payable to members of the service in case of accidents or to the dependents in case of death shall be in accordance with the scales laid down by the Government.

32. *Statistics.*— The Director shall be responsible for the maintenance of records of all fires and losses caused by such fires in the form as laid down. Any person who requires the fire report shall be issued with a certified copy of the same after remitting an amount of Rs. 25/- (Rupees twenty five only) against copying charges under the relevant head of Account.

33. *Rewards.*— (i) *Form of Reward*— Reward may be in the form of money, clothes or jewellery. Medals should not be given as rewards;

(ii) *Sanction of rewards*— The Director shall be empowered to sanction cash award upto Rs. 500/- within his sanctioning powers to any person/public for exemplary performance involving skill and devotion in the job disregarding personal safety such as rescuing life and property, putting out fires, etc.; in any one circumstance. The maximum amount of reward sanctioned by the Director to any one member shall not exceed Rs. 250/- (Rupees two hundred fifty only);

(iii) *Reward offered by private parties*— Permission to accept special rewards from private parties may be granted by the Director. Whether the reward should go to the individual concerned or to the Fire Service Benevolent/Welfare Fund or to any of the Sports/Recreation club or partly to each shall be decided by the Director.

(iv) *Rewards by other departments.*— Rewards granted to subordinate officers by officers of other departments may be disbursed to them directly, but the Director should be informed of the fact;

(v) *Publication.*— The details of awards given by the Government, other departments or Director shall be published and necessary entry in the records shall be made.

APPENDIX - I

Articles of Clothing and Equipment for leading Fireman, Driver Operator and Fireman in Fire Service Unit in Goa State

Sl. No.	Articles	Scale of Supply	Period of Supply
(1)	Shirt Khaki cellular, full sleeves.	2 Nos.	Annual
(2)	Trousers Khaki drill.	3 Nos.	— do —
(3)	Shorts khaki drill	2 Nos.	— do —
(4)	P. T. Vests whits cotton. 'V' necked half sleeves.	2 Nos.	— do —
(5)	Socks khaki woolen.	2 Pairs	— do —
(6)	Gum-boots black.	1 Pair	— do —
(7)	Boots ankle leather black Jodhpur type.	1 Pair	— do —
(8)	Shoes canvas brown.	1 Pair	— do —
(9)	Beret caps khaki woolen.	2 Nos.	— do —
(10)	Overall khaki drill.	1 Pair	— do —
(11)	Lanyard maroon plated.	1 No.	— do —
(12)	Belt khaki webbing with pouch and line of 12 feet white cotton cord.	1 No.	Biennial
(13)	Dhories.	1 No.	Triennial
(14)	Ground sheets water proof.	1 No.	— do —
(15)	Water proof coat with hat cover.	1 No.	— do —
(16)	Kit box/bag.	1 No.	Decennial
(17)	Fireman helmet (Conforming to IS: 2745/1969).	1 No.	Triennial
(18)	Blanket Army pattern.	1 No.	Quinquennial
(19)	Jersey Khaki woolen.	1 No.	Biennial
(20)	Axe Fireman with insulated handle.	1 No.	As required
(21)	Whistle thunderbolt type. (For Leading Fireman).	1 No.	— do —
(22)	Cap Badges for beret caps 'GSFF' white metal.	1 Pair	— do —
(23)	Shoulder titles 'GSFF' white metal.	1 Pair	— do —
(24)	Badges of ranks, Leading Fireman and Driver Operator.	1 Pair	— do —

APPENDIX II

Articles of Clothing and Equipment for Station Fire Officer/ Assistant Station Fire Officer or equivalent Ranks of the Fire unit of Goa State

Sl. No.	Particulars	Scale of Supply	Period of Supply
(1)	Shirts khaki cellular, full sleeves	3 Nos.	Annual
(2)	Trousers khaki drill.	3 Nos.	— do —
(3)	Socks khaki woolen.	2 Pairs	— do —
(4)	Jodhpur boots brown with plain front toe.	1 Pair	— do —
(5)	Black rubber Gum-boots.	1 Pair	— do —
(6)	Peak cap khaki serge.	1 No.	— do —

Sl. No.	Particulars	Scale of Supply	Period of Supply
(7)	Lanyard maroon plated.	1 No.	Annual
(8)	Belt khaki webbing with pouch and pocket line of 12 feet white cotton cord.	1 No.	As and when required
(9)	Water proof coat with hat cover.	1 No.	Biennial
(10)	Fireman's helmet (Yellow colour) conforming to IS: 2745/1969.	1 No.	Triennial
(11)	Axe Fireman with insulated handle.	1 No.	— do —
(12)	Cap-badge for peak cap white metal.	1 No.	As and when required
(13)	Whistle thunderbolt type chrome plated.	1 No.	— do —
(14)	Shoulder titles 'GSFF' white metal.	1 Pair	— do —
(15)	Badges of rank white metal (Impellers).	1 Pair	— do —

APPENDIX — III

Articles of clothing and equipment for Assistant Divisional Officer and above

Sl. No.	Articles	Scale of Supply	Period of Supply
(1)	Shirts khaki Terrycot half sleeves.	2 Nos.	Annual
(2)	Trousers khaki Drill Terrycot.	2 Nos.	— do —
(3)	Socks khaki (Nylon).	2 Pairs	— do —
(4)	Jodhpur boots (Brown) with plain front toe.	1 Pairs	— do —
(5)	Black leather Gumboots.	1 Pair	— do —
(6)	Peak cap Khaki and Navy Blue serge.	1-1 No.	— do —
(7)	Lanyard maroon plated.	1 No.	— do —
(8)	Water proof coat with hat cover	1 No.	— do —
(9)	Cross Belt (Brown).	1 No.	Triennial
(10)	Cap badge Embroidered for Peak Cap.	1 No.	By-yearly/As and when required
(11)	Whistle thunderbolt type chrome plated.	1 No.	As & when required
(12)	Shoulder Title 'GSFF' white metal.	1 Pair	— do —
(13)	Badges of rank white metal.	1 Pair	— do —
(14)	Shirts white half sleeves (Terrycot).	1 No.	Annual
(15)	Trousers Navy Blue (Terrycot).	1 No.	— do —
(16)	Tie Blue colour (Nylon).	1 No.	— do —
(17)	Shoulder Badge Embroidered (Blue).	1 No.	— do —
(18)	Jodhpur black shoes.	1 Pair	— do —
(19)	Socks Nylon (Blue).	1 Pair	— do —
(20)	Ceremonial dress complete Terrycot Khaki and maroon Tie (Nylon).	1 Set	Triennial
(21)	Leather suit case 30" size.	1 No.	— do —

APPENDIX — IV

Sl. No.	Rank/Designation	Badges of rank
(1)	Director of Fire and Emergency Services.	Large impellar within laurel wreath with three small impellars above, arranged in a triangle made out of white metal, worn on both shoulder straps. Also on each lapel of the 'address uniform a gorget patch of maroon with a centre cord of oak leaves embroidered in silver. The cap shall have 1" maroon band round and two rows of silver oak leaves on peak.
(2)	Divisional Officer	One large impellar 1" in diameter in semi-circular ridge made out of white metal worn on both shoulder straps.
(3)	Assistant Divisional Officer	3 small impellars $\frac{3}{4}$ " in diameter made out of white metal placed one above the other, worn on both shoulder straps.
(4)	Station Fire Officer	2 small impellars $\frac{1}{2}$ " in diameter placed one above the other, made out of white metal, worn on both shoulder straps;
(5)	Assistant Station Fire Officer/Sub-Officer	1 small impellar $\frac{3}{4}$ " in diameter made out of white metal, worn on both shoulder straps.
(6)	Leading Fireman	One bar, $\frac{1}{2}$ " wide and $1\frac{1}{2}$ " long with semi-circular cross section with a flat bottom surface and surface on top, made out of white metal to be worn $\frac{1}{2}$ " away from the bottom end of both shoulder straps.
(7)	Driver Operator	2" diameter 3 spoked steering wheel made out of white metal to be worn on the right sleeve, half-way between the shoulder and elbow.

ment rules for the relevant posts, the Governor of Goa hereby makes the following rules to regulate the recruitment to the Group 'C' and 'D' Non-Ministerial, Non-Gazetted posts in the Directorate of Fire and Emergency Services, Government of Goa, namely:—

1. *Short title, application and commencement.*— These rules may be called the Government of Goa, Directorate of Fire and Emergency Services, Group 'C' and 'D' Non-Ministerial, Non-Gazetted posts, Recruitment Rules, 1996.

(2) They shall apply to the posts specified in column 1 of the Schedule to these rules (hereinafter called as the "said Schedule").

(3) They shall come into force from the date of their publication in the Official Gazette.

2. *Number, classification and scales of pay.*— The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule:

Provided that the Government may vary the number of posts in column 2 of the said Schedule from time to time subject to exigencies of work.

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule:

4. *Disqualification.*— No person who has entered into or contracted a marriage with a person having a spouse living or, who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes, and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

APPENDIX — V

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the existing recruit-

SCHEDULE

Name/ /Designation of post	Number of posts	Classifi- cation	Scale of pay	Whe- ther selection post or non- -selec- -tion post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Educational and other qualifi- cations required for direct recruits	Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees.	Period of probation,	Method of recruit- ment, whether by direct recruitment or by promotion or by deputation/ /transfer/contract and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputa- tion/transfer, grades from which promotion/ /deputation/transfer is to be made	If a D. P. C. exists, what is its compo- sition	Circumstances in which Goa Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
1. Station Officer.	1 (1996) Subject to va- riation depend- ent on work- load.	Group 'C' Non- -Minis- terial, Non- -Gazet- ted.	Rs. 1400 - -40- -1800- -EB-50- -2300.	Selec- tion.	Not exceeding 35 years (Relaxable for Government servants by 5 years in accordance with the orders or instructions issued by the Government).	No	Essential: (1) Must possess at least the fol- lowing minimum physical standards: (a) Height without boots or shoes — 165 cms. (b) Chest (Normal) - 79 cms. (c) Chest (Expanded) - 84 cms. (d) Chest (Expansion) - 5 cms. (e) Ability to run a distance of 100 metres with a load of approximately 50 kgs. in a minute or 100 metres run in 12 to 13 seconds and capable of climbing a rope or a vertical pipe to a height of 3 metres to 6 metres from the ground. (2) Must be certified to possess the visual standards specified below without glasses:- (i) Distant vision Right eye Left eye 6/6 6/6 6/6 (Snellen)	Age: No Educational Qualifica- tions: To the extent as indicated in Column No. 11.	Two years.	By promo- tion, failing which by di- rect recruit- ment.	Promotion: Sub-Officer with 5 years regular service in the grade. He should possess the Sub-Officers Course Certificate failing which pass the Sta- tion Fire Officers departmental test for Station Fire Officer.	Group 'C' D.P.C.	N. A.

- (ii) Near vision 0.5 0.5
(Snellen)

Each eye must have a full field vision.

- (iii) Colour blindness, squint or any morbid condition of the eyelids shall be deemed to be a disqualification

Educational qualifications:—

- (3) Degree of a recognised University or
(4) Should have undergone and passed both Sub-Officers and Station Officer's course.
(5) Knowledge of Konkani.

Note:— Candidates will be required to pass the departmental examination on completion of initial training of six months during the period of probation. In the event of the candidate's failure to pass the departmental examination/test, his services are liable to be terminated.

Desirable:

Degree in Science of a recognised University or equivalent.

2. Sub- -Officer/ /Assis- tant Station Fire Officer.	6 (1996) Subject to variation depend on work- load.	Group 'C' (Non- -Minis- -terial Non- -Gazet- -ted).	Rs. 1320 -- -30- -1560- -EB- -40- -2040.	Selec- tion.	Not exceeding 35 years (Re- laxable for Government Servants by 5 years in accor- dance with the orders or instructions issued by the Government).	No	Essential:	Age: No Qls: To the extent as indica- ted in column (11).	Two years.	By promotion, Promotion: failing which by Leading Fireman transfer on depu- with 5 years regular tation failing both service in the grade and by direct recruit- possessing the S. S. C. ment. qualification and have successfully passed the departmental test.	Group 'C' D. P. C.	N. A.
							(1) Must possess at least the following minimum physical standards:— (a) Height without boots or shoes — 165 cms. (b) Chest (Normal) - 79 cms. (c) Chest (Expanded) - 84 cms. (d) Chest (Expansion) - 5 cms. (e) Ability to run a distance of 100 metres with a load of			Transfer on deputa- tion: Officers of the Po- lice Department in the State of Goa holding		

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
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approximately 50 kgs. in a minute or 100 metres run in 12 to 13 seconds and capable of climbing a rope or a vertical pipe to a height of 3 metres to 6 meters from the ground.

analogous posts on regular basis and possessing the educational qualifications prescribed for direct recruits in column (7).

(2) Must be certified to possess the visual standards specified below without glasses:—

(i) Distant vision	Right eye	Left eye
	6/6	6/6
	(Snellen)	

(ii) Near vision (Snellen)
Each eye must have a full field vision.

(iii) Colour blindness, squint or any morbid condition of the eye or lids of either eye shall be deemed to be a disqualification.

Educational qualifications:—

(3) Std. XII or equivalent qualification preferably in Science or Engineering subjects from a recognised Institution.

		APPENDIX — VII	
(1)	(2)	Rates to be charged for services of all types beyond the limits of jurisdiction	
(43) (I) Non-dangerous Petroleum		Sr. No.	Description Charges
(a) Kerosene Oil	...	(1) Pumping job	Fees for pumping job appliances shall be Rs. 200/- per hour or part thereof and distance covered from station and back @ Rs. 5/- per km.
(b) Mineral Turpentine	...	(2) Hiring fire fighting equipment/ appliances	Fees for hiring fire fighting equipment or appliances shall be Rs. 200/- per hour or part thereof and distance covered from station and back @ Rs. 5/- per km.
(c) Powerline (Power kero)	...	(3) Turn table Ladder/Hydraulic Platform	Fees shall be Rs. 1000/- per hour or part thereof and distance covered from Station and back @ Rs. 5/- per km.
(d) Furnace oil	...	(4) Stand-by charges for appliances.	Fees shall be Rs. 500/- per day or part thereof and distance covered from fire station and back @ Rs. 15/- per km.
(e) Vapourising oil	...	(5) Attending calls outside the State.	(a) Each appliance turned out shall receive Rs. 500/- per call and Rs. 25/- per km. of the distance travelled or part thereof. (b) Pumping fees per hour shall be Rs. 200/- or part thereof.
(f) Aviation turbine fuel 650	...	(6) Charges for imparting training in Elementary Fire Fighting.	Fees shall be Rs. 150/- per month per trainee and part thereof with a minimum of Rs. 150/-.
(g) Mobile power oil, etc.	...		
(II) Heavy Petroleum			
(a) High speed diesel oil (H. S. B.)	...		
(b) Light diesel oil (L. D. O.)	...		
(c) Furnace oil	...		
(d) Tea drier oil	...		
(e) Grease, etc.	...		
(III) Heavy oils (A)			
(a) Lubricating oils	...		
(b) Vaseline	...		
(c) Petroleum jellies	...		
(d) White oils	...		
(e) Grease, etc.	...		
(44) Dyes (Vegetable or chemical)- Storing, selling, keeping, etc.	...		
(45) Paper (Printing, writing, including news print paper, card boards, etc.) storing, selling in retail or wholesale.	For each place 250 lbs for and 550 kgs. and above.		
(46) Silk (Rayon, Nylon, etc.) manufactured by any process whatever.	...		
(47) Silk (Rayon, Nylon, etc., Waste or soiled) - storing, selling in retail or wholesale.	...		
(48) Cloth (textiles, cotton, garments, dress, apparels, etc.) storing, selling in retail or wholesale, manufacturing by any process whatsoever.	By powerlooms		
(49) Rubber (goods such as sheet, cloth, toys, shoes, etc.) manufacturing by any process whatsoever.	By machine power		
(50) Studio-Cinemas, etc.; Cinema Houses, equipped with reproducing of sound with amplifiers, by projectors where public are admitted for amusement, entertainment, etc.	...		
(51) Fertilizers (Chemical preparation of any kind) - Manufacturing, packing, mixing, pressing, selling or storing in retail or wholesale.	...		
(52) Paints (including distemper, Varnish, spirits, linseed oils, polishes, etc.) Manufacturing, mixing, packing, pressing, cleansing by any process whatsoever.	...		
(53) Paints (including distemper, Varnish, spirit, linseed oils, polishes, etc.) storing, selling in retail or wholesale.	...		
(54) Metals — melting, lead, beating, breaking, hammering, casting, etc. metals.	Not applicable for beating Gold.		
(55) Automobile shops - repairing, building, assembling - By power cleansing, etc. automobiles.	...		

The Following Posts are existing in the Goa State Fire Force

Class of	Category	Designation of the post	No. of posts
(1)	(2)	(3)	(4)
II	IV	Firemen	155
II	III	Watch Room Operator	17
II	II	Driver Operator	54
II	I	Leading Fireman	38
I	II	Assistant Station Fire Officer/Sub-Officer	17
I	I	Station Fire Officer	11
		Assistant Divisional Officer	1
		Divisional Officer	1
		Director of Fire and Emergency Services	1

APPENDIX VIII

In exercise of the powers conferred by section 35 of the Goa, Daman and Diu Fire Force Act, 1986 (Act 9 of 1986), the Government of Goa hereby makes the following rules, namely:—

CHAPTER — I

1. *General.* — (1) These rules may be called the Goa State Fire Force Subordinate Service (Discipline and Appeal) Rules, 1989.

(2) They shall come into force at once.

2. *Definitions.* — In these rules, unless the context otherwise requires.

(a) 'Appointing authority' in relation to any member of the service means the authority empowered to make appointments to the service of which the Government servant is for the time being a member;

(b) 'Schedule' means the Schedule annexed to these rules;

(c) 'Service' means the Goa State Fire Force Subordinate Service comprising of the Fire Officers and the personnel of the rank of Station Fire Officer and below including Wireless Operations.

3. *Classification.* — The services, the members of which are subject to these rules shall be classified as follows:

Class I	Category I	— Station Fire Officer
	Category II	— Assistant Station Fire Officer/Sub-Officer.
Class II	Category I	— Leading Fireman, Telephone Operator and equivalent rank.
	Category II	— Driver Operator/Fireman Driver.
	Category III	— Motor Mechanic and equivalent rank.
	Category IV	— Fireman and equivalent rank.

CHAPTER — II

4. *Penalties (and Disciplinary Authorities).* — (1) The following minor and major penalties may, for good and sufficient reasons and as hereinafter provided, be imposed upon the members of the service, namely:—

Minor Penalties:

- (a) Extra drill, guard duty and fatigue duties;
- (b) Reprimand either oral or written;
- (c) Censure;
- (d) Withholding of increment or promotion or both;
- (e) Imposition of fine of any amount not exceeding one month's pay;
- (f) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of lawful orders;
- (g) Debarring from appearing for departmental or professional examination for promotion for a specific period not exceeding two years.

Major Penalties:

(h) Reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the member of the service to the time-scale of pay, grade, post or service from which he was reduced, with or without further direction regarding conditions of restoration to the grade or post or service from which the member of the service was reduced and his seniority and pay on such restoration to that grade, post or service;

(i) Suspension for a period not exceeding 15 days in the case of members of service if the penalty of reduction to a lower grade post of time-scale or to a lower stage in the same time-scale cannot be imposed;

(j) Compulsory retirement;

(k) Removal from service which shall not be a disqualification for future employment under the Government;

(l) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

Explanation 1: — The penalties which are specified in this rule are set out in the order of their severity, each one of them being more severe than the one preceding it.

Explanation 2: — The following shall not amount to a penalty within the meaning of this rule, namely: —

(i) withholding of increments of pay of a member of service for his failure to pass any departmental examination in accordance with the rules or orders governing the service to which he belongs or post which he holds or the terms of his appointment.

(ii) stoppage of a member of the service at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;

(iii) non-promotion of a member of the service, whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible;

(iv) reversion of a member of the service officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he is considered to be unsuitable for such higher service, grade or post or on any administrative ground unconnected with his conduct;

(v) reversion of a member of the service appointed on probation to any other service, grade or post, to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation.

(vi) replacement of the service of a member of the service whose services had been borrowed from a State Government or an authority under the control of a State Government, at the disposal of the State Government or the authority from which the services of such a member of the service had been borrowed;

(vii) compulsory retirement of a member of the service in accordance with the provisions relating to his superannuation or retirement;

(viii) termination of services:—

(a) of a member of the service appointed on probation, during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or

(b) of a member of the service, employed under an agreement in accordance with the terms of such agreement.

(2) (a) The penalty of reprimand mentioned at clause (b) of sub-rule (1) may be given when the offence is such as not to merit the penalty of censure.

(b) The penalty of the censure mentioned at clause (c) of the sub-rule (1) may be given when the offence is such as to affect the character of the officer or his suitability for the service.

(c) *Deferred punishment.* — Any minor penalty falling within clauses (b), (c) or (d) of sub-rule (1) can be held in abeyance when an officer has a previous good record. Such penalty may be held in abeyance by the authority competent to impose the penalty or by the authority to which the first mentioned authority is subordinate for any period ranking from three to six months at the end of which the order of punishment may be cancelled if the delinquent's conduct is found to be good while on duty during the period when the penalty is held in abeyance or such penalty may at once be confirmed. The penalty so confirmed will take effect from the date on which such penalty is originally awarded.

(d) The penalty of recovery from the pay of the members of the service concerned of whole or part of the pecuniary loss caused to the Government by negligence or breach of lawful orders may be imposed in addition to any other penalty which may be imposed in respect of such negligence or breach of orders.

5. *Disciplinary Authorities.* — (1) The Government may impose any of the penalties specified in rule 4 on any member of the service.

(2) Without prejudice to the provisions of sub-rule (1), but subject to the provisions of sub-rule (3), any of the penalties specified in rule 4 may be imposed on any member of the service by the appointing authority or the authority specified in the Schedule in this behalf.

(3) Notwithstanding anything contained in this rule, — (a) extra drill, guard duty and fatigue duties may be awarded to a Fireman/Driver Operator for a period not exceeding seven days by a Divisional Officer and for a period not exceeding ten days by a Dy. Director/Dy. Chief Fire Officer and for a period not exceeding fifteen days by the Director of Fire Force/Chief Fire Officer.

CHAPTER — III

Procedure to be followed for imposing penalties

6. *Procedure for imposing Minor Penalties.* — No order imposing on a member of the service any of the penalties specified in clauses (c) to (g) of sub-rule (1) of rule 4 shall be made except after —

(a) informing the member of the service in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;

(b) holding an inquiry in the manner laid down in sub-rules (3) to (21) of rule 7, in every case in which the disciplinary authority is of the opinion that such inquiry is necessary;

(c) taking the representation, if any, submitted by the member of the service under clause (a) and the record of inquiry if any held under clause (b) into consideration;

(d) recording a finding on each imputation of misconduct or misbehaviour.

(2) The record of the proceedings in such cases shall include:—

(i) a copy of the intimation to the Government servant of the proposal to take action against him;

(ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;

(iii) his representation, if any;

(iv) the evidence produced during the inquiry;

(v) the findings on each imputation of misconduct or misbehaviour; and

(vi) the orders on the case together with the reasons therefore.

7. *Procedure for Imposing Major Penalties.* — (1) No order imposing any of the penalties specified in clauses (h) to (l) of sub-rule (1) of rule 4 shall be made except after an inquiry held, as far as may be, in the manner provided in this rule.

(2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against a member of the service, it may itself inquire or appoint under this rule an inquiring authority to inquire into the truth thereof.

(3) In every case where it is proposed to impose on a member of the services any of the major penalties mentioned in clauses (h) to (l) of sub-rule (1) of rule 4, the grounds on which it is proposed to take action, shall except where such action is proposed to be taken on facts which have led to his conviction in a criminal court be reduced to the form of a definite charge which shall be communicated to a person charged together with a statement of the

allegation on which each charge is based and of any other circumstances in which it is proposed to take into consideration in passing orders on the case. He shall be required to put in a written statement of his defence within ten days or within such further time as the disciplinary authority permits and to state whether he desires to be heard in person.

(4) (a) On receipt of the written statement of defence the disciplinary authority may itself inquire into such of the articles of charge as are not admitted, or if it considers it necessary so to do, appoint, under sub-rule (2), an inquiring authority for the purpose and where all the articles of charge have been admitted by the Government servant in his written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in rule 8.

(b) If no written statement of defence is submitted by the Government servant, the disciplinary authority may itself inquire into the articles of charge or may, if it considers it necessary to do so, appoint under sub-rule (2), an inquiring authority for the purpose.

(c) Where the disciplinary authority itself inquires into any article of charge or appoint an inquiring authority for holding an inquiry into such charge, it may, by an order appoint a member of the service to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.

(5) The disciplinary authority shall, where it is not the inquiring authority forward to the inquiring authority —

- (i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour;
- (ii) a copy of the written statement of defence, if any, submitted by the Government servant;
- (iii) a copy of the statements of witnesses, if any, referred to in sub-rule (3);
- (iv) evidence proving the delivery of the documents referred to in sub-rule (3) to the Government servant; and
- (v) a copy of the order, if any, appointing the "Presenting Officer"

(6) The members of the service shall appear in person before the inquiring authority on such day and at such time within ten working days from the date of receipt by him of the article of charge and the statement of the imputations of misconduct or misbehaviour, as the inquiring authority may, by a notice in writing, specify in this behalf, or within such further time, not exceeding ten days, as the inquiring authority may allow.

(7) The member of the service may take the assistance of any other member of the service to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is legal practitioner, or the disciplinary authority, having regard to the circumstances of the case, so permits.

(8) If the member of the service who has not admitted any of the articles of charge in his written statement of defence, or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain his signature thereon.

(9) The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the member of the service pleads guilty.

(10) The inquiring authority shall, if the member of the service fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge and shall adjourn the case to a later date not exceeding fifteen days, after recording an order that the member of the service may, for the purpose of preparing his defence —

- (i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-rule (3);
- (ii) submit a list of witnesses to be examined on his behalf;

Note:— If the member of the service applies orally or in writing for the supply of copies of the statements of witnesses mentioned in the list referred to in sub-rule (3), the inquiring authority shall furnish him with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

- (iii) give notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow, for the discovery or production of any documents which are in the possession of Government but not mentioned in the list referred to in sub-rule (3).

Note:— The member of the service shall indicate the relevance of the document required by him to be discovered or produced by the Government.

(11) The inquiring authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(12) On receipt of the requisition referred to in sub-rule (3), every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority:

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such

documents would be against the public interest or security of the State, it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicate the information to the member of the service and withdraw the requisition made by him for the production or discovery of such documents.

(13) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross examined by or on behalf of the member of the service. The Presenting Officer, if any, shall be entitled to re-examine the witnesses on any points on which they have been cross-examined but not on any new matter without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.

(14) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the Presenting Officer if any to produce evidence not included in the list given to the member of the service or may itself call for new evidence or recall and re-examine any witness and in such case the member of the service shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the member of the service an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the member of the service to produce new evidence if it is of the opinion that the production of such evidence is necessary in the interests of justice.

Note: — New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(15) When the case for the disciplinary authority is closed, the member of the service shall be required to state the defence orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the member of the service shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(16) The evidence on behalf of the member of the service shall then be produced. The member of the service may examine himself in his own behalf, if he so prefers. The witnesses produced by the member of the service shall then be examined by the inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.

(17) The inquiring authority may, after the member of the service closes his case, and shall, if the member of the service has not examined himself, generally question him on the circum-

stances appearing against him in the evidence for the purpose of enabling the member of the service to explain any circumstances appearing in the evidence against him.

(18) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed and the member of the service or permit them to file written briefs of their respective case, if they so desire.

(19) If the member of the service to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry ex-parte.

(20) Whenever any inquiring authority after having heard and recorded the whole or any part of the evidence in an inquiry, ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself:

Provided that if the succeeding inquiry authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witnesses as hereinbefore provided.

(21) (i) After the conclusion of the inquiry a report shall be prepared and it shall contain—

(a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;

(b) the defence of the member of the service in respect of each article of charge;

(c) an assessment of the evidence in respect of each article of charge;

(d) the findings of each article of charge and the reasons therefor.

Explanation: — If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the member of the service has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(ii) The inquiring authority, where it is not itself the disciplinary authority shall forward to the disciplinary authority the records of inquiry which shall include—

(a) the report prepared by it under clause (i);

(b) the written statement of defence, if any, submitted by the member of the service;

(c) the oral and documentary evidence produced in the course of the inquiry;

(d) written briefs, if any, filed by the Presenting Officer, if any, or the member of the service or both during the course of the inquiry; and

(e) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.

8. *Action on the inquiry report.* — (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded by it in writing remit the case to the inquiring authority for further inquiring and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of rule 7 as far as may be.

(2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority or any article of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (b) to (g) of sub-rule (1) of rule 4 should be imposed on the member of the service it shall, notwithstanding anything contained in rule 6 make an order imposing such penalty.

(4) (i) If the disciplinary authority having regard to its findings on all or any of the articles of charge, is of the opinion that any of the penalties specified in clauses (h) to (l) of sub-rule (1) of rule 4 should be imposed on the member of the service, it shall—

(a) furnish to the member of the service copy of the report of the inquiry held by it and its findings on each article of charge, or, where the inquiry has been held by an inquiring authority appointed by it, a copy of the report of such authority and a statement of its findings on each article of charge together with brief reasons for its disagreement, if any, with the findings of the inquiring authority;

(b) give the member of the service a notice stating the penalty proposed to be imposed on him and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty on the basis of the evidence adduced during the inquiry held under rule 7.

(ii) The disciplinary authority shall consider the representation, if any, made by the member of the service in pursuance of the notice given to him under clause (i) of sub-rule (4) and determine what penalty, if any, should be imposed on him and make such order as it may deem fit.

9. *Communication of Orders.* — Orders made by the disciplinary authority shall be communicated to the member of the service who shall also be supplied with a copy of the report of the inquiry, if any, held by the disciplinary authority and a copy of its findings on each article of charge, or where the disciplinary authority is not the inquiring authority, a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement if any, with the findings of the inquiring authority (unless they have already been supplied to him) and a brief statement of the reasons for such non-acceptance.

10. *Common Proceedings.* — (1) Where two or more members of service are concerned in any case, the Director of Fire Force may make an order directing that disciplinary action against all of them may be taken in a common proceedings.

(2) Any such order shall specify —

(i) the authority which may function as the disciplinary authority for the purpose of such common proceedings;

(ii) the penalties specified in rule 4 which such disciplinary authority shall be competent to impose.

(iii) whether the procedure laid down in rule 6 and rule 7 or rule 8 shall be followed in the proceedings.

11. *Special procedure in certain cases.* — Notwithstanding anything contained in rule 6 to rule 10 —

(i) where any penalty is imposed on a member of the service on the ground of conduct which has led to his conviction on a criminal charge; or

(ii) where the disciplinary authority is satisfied for the reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules; or

(iii) where the disciplinary authority is satisfied that in the interest of the security of the state, it is not expedient to hold any inquiry in the manner provided in these rules, the disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit.

12. *Provisions regarding officers borrowed from State Government, etc.* — (1) Where an order of suspension is made or a disciplinary proceeding is conducted against a member of the service whose services have been borrowed by one department from another department or from a State Government, the authority lending his services (hereinafter in this rule referred to as "the lending authority"), shall forthwith be informed of the circumstances leading to the order of the suspension of the member of service or of the commencement of the disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceedings conducted against the member of the service if the disciplinary authority is of the opinion that any of the penalties specified in clause (c) to (g) of sub-rule (1) of rule 4 should be imposed on him, it may, subject to the provisions of sub-rule (3) of rule 8 and after consultation with the lending authority pass such orders on the case as it may deem necessary, provided that —

- (i) in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the member of the service shall be replaced at the disposal of the lending authority;
- (ii) if the disciplinary authority is of the opinion that any of the penalties specified in clauses (h) to (l) of sub-rule (1) of rule 4 should be imposed on the Government servant, it shall replace the service of such member of the service at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

13. *Suspension.* — (1) Notwithstanding anything contained in clause (i) of sub-rule (1) of rule 4, the appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Government by general or special order, may place a member of the service under suspension —

(a) where a disciplinary proceeding against him is contemplated or is pending; or

(b) against whom an investigation, inquiry or trial relating to a criminal charge is pending and the charge is connected with his position as a member of the service or is likely to embarrass him in the discharge of his duties or involves moral turpitude.

(2) A member of the service shall be deemed to have been placed under suspension by an order of appointing authority —

(a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation: — The period of forty eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the service under suspension is set aside in appeal under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement as the case may be and shall remain in force until further order.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the service is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the member of the service shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement as the case may be and shall continue to remain under suspension until further orders.

(5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) Where a member of the service is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the member of the service shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

CHAPTER — IV

Procedure for Appeal and Appellate Authorities

14. *Orders against which no appeal lies.* — Notwithstanding anything contained in this part, no appeal shall lie against —

- (i) any order made by the Government;
- (ii) any order of an interlocutory nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;
- (iii) any order passed by an inquiring authority in the course of an inquiry under rule 7.

15. *Orders against which appeal lies.* — Subject to the provisions of rule 14, a member of the service may prefer an appeal against all or any of the following orders, namely:—

(i) an order of suspension made or deemed to have been made under rule 13;

(ii) an order imposing any of the penalties specified in rule 4 except those mentioned at clauses (a) and (b) of that rule, whether made by the disciplinary authority or by any appellate or reviewing authority;

(iii) an order enhancing any penalty, imposed under rule 4;

(iv) an order which —

(a) denies or varies to his disadvantages his pay, allowances, pension or other conditions of service as regulated by rules or by agreement; or

(b) interprets to his disadvantage the provisions of any such rule or agreement;

(v) an order —

(a) stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;

(b) reverting him while officiating in a higher service grade or post to a lower service, grade or post, otherwise than as a penalty;

(c) reducing or withholding the pension or denying the maximum pension admissible to him under the rules;

(d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;

(e) determining his pay and allowances —

(i) for the period of suspension; or

(ii) for the period from the date of his dismissal, removal or compulsory retirement, from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a time-scale or pay, to the date of his reinstatement or restoration of his service, grade or post; or

(f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal compulsory retirement or reduction to a lower service, grade, post, time-scale of pay or stage in a time-scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.

Explanation. — In this rule —

- (i) the expression 'member of the service' includes a person who has ceased to be in service;
- (ii) the expression 'pension' includes additional pension, gratuity and any other retirement benefit.

16. *Appellate Authorities.* — (1) A member of the service including a person who has ceased to be in service, may prefer an appeal against all or any of the orders specified in rule 15 to the authority specified in this behalf in the Schedule.

(2) Notwithstanding anything contained in sub-rule (1) —

(i) an appeal against an order in a common proceeding held under rule 10 shall lie to the authority to which the authority functioning as the disciplinary authority for the purpose of that proceeding is immediately subordinate;

(ii) where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie to the authority to which such person is immediately subordinate.

17. *Period of limitation for appeals.* — No appeal preferred under rule 15 shall be entertained unless such appeal is preferred within a period of forty five days from the date on which a copy of the order appealed against is delivered to the appellant:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

18. *Form and contents of appeal.* — (1) Every person preferring an appeal shall do so separately and in his own name.

(2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

(3) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.

19. *Consideration of appeal.* — (1) In the case of an appeal against an order of suspension under rule 13, the appellate authority shall consider whether in the light of the provisions of rule 13 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 4 or enhancing any penalty imposed under the said rule, the appellate authority shall consider—

(a) where the procedure laid down in these rules has been complied with and if not whether such non-compliance has resulted in the violation of any provisions of the Constitution of India or in the failure of justice;

(b) whether the findings of the disciplinary authority warranted by the evidence on the record; and

(c) whether the penalty or the enhanced penalty imposed is adequate inadequate, or serve; and pass orders —

(i) confirming, enhancing, reducing or setting aside the penalty; or

(ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit to the circumstances of the case:

Provided that —

(i) if the enhanced penalty, which the appellate authority proposes to impose is one of the penalties specified in clause (h) to (l) of sub-rule (1) of rule 4 and an inquiry under rule 7 has not already been held in the case, the appellate authority shall,

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
					instructions issued by the Government).		OR						
							Licentiate member of the institution (India) in Sub Div. 1 (b) Hydrographic Surveying.						
							OR						
							2nd mate foreign going with 2 years experience at Sea after qualifying as 2nd mate.						
							OR						
							Mate hometrade with 2 years experience at Sea after qualifying as mate hometrade.						
							(ii) 3 years practical experience either in Indian Navy or Merchant Navy or Hydrographic Survey Organisation including about 2 years practical experience in Hydrographic Surveying.						
							(iii) Knowledge of Konkani						
							Desirable:						
							Knowledge of Marathi.						

Notification

1/2/83-PER (Pt.)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, and in supersession of the existing Recruitment Rules for the relevant posts, the Governor of Goa hereby makes the following rules to regulate the recruitment to the Goa General Service, Group 'A' Gazetted posts in the Office of the Commissioner of Labour, Government of Goa, namely:—

1. *Short title, application and commencement.*— (1) These rules may be called the Government of Goa, Commissioner of Labour, Goa General Service, Group 'A' Gazetted posts, Recruitment Rules, 1997.

(2) They shall apply to the posts specified in column 1 of the Schedule to these rules (hereinafter called as the "said Schedule").

(3) They shall come into force from the date of their publication in the Official Gazette.

2. *Number, classification and scales of pay.*— The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule:

Provided that the Government may vary the number of posts in column 2 of the said Schedule from time to time subject to exigencies of work.

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

4. *Disqualification.*— No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Goa Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for scheduled castes and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

7. These rules are issued in consultation with Goa Public Service Commission vide its letter No. COM/II/13/28(1)/97 dated 18-3-97.

By order and in the name of the Governor of Goa.

S. S. Keshkamat, Joint Secretary (Personnel).

Panaji, 21st April, 1997.

Notification

1/27/86-PER (Pt.)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, and in supersession of the existing Recruitment Rules for the relevant posts, the Governor of Goa hereby makes the following rules to regulate the recruitment to the Group 'C' Non-Ministerial, Non-Gazetted posts in the Office of Captain of Ports, Government of Goa, namely:—

1. *Short title, application and commencement.*— (1) These rules may be called the Government of Goa, Office of Captain of Ports, Group 'C' Non-Ministerial, Non-Gazetted posts, Recruitment Rules, 1997.

(2) They shall apply to the posts specified in column 1 of the Schedule to these rules (hereinafter called as the "said Schedule").

(3) They shall come into force from the date of their publication in the Official Gazette.

2. *Number, classification and scales of pay.*— The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule:

Provided that the Government may vary the number of posts in column 2 of the said Schedule from time to time subject to exigencies of work.

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

4. *Disqualification.*— No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party, to the marriage or that there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for scheduled castes and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

By order and in the name of the Governor of Goa,

S. S. Keshkamat, Joint Secretary (Personnel).

Panaji, 9th April, 1997.

SCHEDULE

Name/ Designation of post	Number of posts	Classifi- cation	Scale of pay	Whe- ther selection post or non- -selec- -tion post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Educational and other quali- fications required for direct recruits	Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees.	Period of probation, if any	Method of recruit- ment, whether by direct recruitment or by promotion or by deputation/ transfer/contract and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputa- tion/transfer, grades from which promotion/ deputation/transfer is to be made	If a D. P. C. exists, what is its compo- sition	Circumstances in which Goa Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
Assistant Marine (1997)	Two	Group 'C'	Rs. 1400 - 40-	N. A.	Not exceeding 35 years (relaxable for Government servants in accordance with the orders or	No.	Essential:	N. A.	2 years.	Direct re- cruitment.	N. A.	Group 'C'	N. A.
Sur- veyor/ Super- visor.	Subject to variation depend- ent on work- load.	Non-Mini- sterial, Non-Ga- zeted.	-1800- -EB-50- -2300.				(1) Certificate of having passed the T. S. Duferin/T. S. RAJENDRA final passing out examination. OR Survey Recorder 1st Class of the Indian Navy.					D. P. C.	

subject to the provisions of rule 11, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of rule 7 and thereafter, on a consideration of the proceedings of such inquiry and after giving the appellant a reasonable opportunity, as far as may be in accordance with the provisions of sub-rule (4) of rule 8, of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry, make such orders as it may deem fit;

(ii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (h) to (l) of sub-rule (1) of rule 4 and an inquiry under rule 7 has already been held in the case, the appellate authority shall after giving the appellant a reasonable opportunity, as far as may be, in accordance with the provisions of sub-rule (4) of rule 8, of making a representation against the penalty proposed on the basis of the evidence adduced during the inquiry, make such orders as it may deem fit; and

(iii) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity as far as may be in accordance with the provisions of rule 6, of making a representation against such enhanced penalty.

(3) In an appeal against any other order specified in rule 15, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

CHAPTER — V

Procedure to be followed for implementation of penalties

20. *Implementation of Orders in Appeal.* — The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

21. *Service of Orders, Notices, etc.* — Every order, notice and other process made or issued under these rules shall be served in person on the member of the service concerned or communicated to him by registered post.

22. *Power to relax time limit and to condone delay.* — Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and

sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

23. *Desertion.* — (1) Absence without leave of any member of the service for 21 days shall be considered to complete the offence of desertion, after which his name shall invariably be struck off from the duty roll.

(2) An application for reinstatement from a member of the service whose name has been struck off as a deserter shall not be entertained unless it reaches the Director of Fire Force within two months of the date of the commencement of the absence without leave. The Director shall not reinstate a deserter—

(i) until the deserter has attended in person; and

(ii) the deserter has given his explanation for the absence without leave; and

(iii) he is satisfied, after such inquiry as may be necessary, that the case deserves reconsideration.

(3) If no application is received within two months and if the whereabouts of the deserter are not known, the Director of Fire Force shall record in writing the reasons for his being satisfied that it is not reasonably practicable to give the deserter an opportunity of showing cause against his dismissal and then confirm the dismissal. In other cases a charge shall be framed and the procedure prescribed in rule 7 shall be complied before confirming the dismissal or reinstating the deserter with or without punishment.

24. *Removal of doubts.* — If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the authority as may be specified by the Government by a general or special order, and the authority shall decide the same.

SCHEDULE

Sl. No.	Description of Post	Appointing Authority	Authority competent to impose penalties and penalties which it may impose		Appellate Authority
			Authority	Penalties	
1	2	3	4	5	6
1.	All Group 'C' and 'D' posts.	Director of Fire Services.	1) Director of Fire Services.	Major	Chief Secretary
			2) Assistant Divisional Officer.	Minor	Director of Fire Services.

[Published in the Official Gazette, (Extraordinary) Series I No. 29, dated 20-10-1989].

By order and in the name of the Governor of Goa.

D. M. Katkar, Under Secretary (Home-Gen.).

Panaji, 14th April, 1997.